



**DELAWARE WORKFORCE DEVELOPMENT BOARD  
FOX VALLEY ANNEX  
EXECUTIVE COMMITTEE MEETING  
March 7, 2017**

**Attendees:** Chairman Gary Stockbridge, Daniel Madrid, Jeffrey Bross, John Chrzanowski, Michael Watson, Sec. Patrice Gilliam-Johnson, Victoria W. Counihan, Andre Guest, Diane Brooks, Eileen Michelinie, Lori Reeder, Richard Fernandez, Stacey Laing, Bill Potter, Robin McKinney-Newman, Wanda Holifield, DáLynn Wright

**Welcome and Approval**

A quorum was established. Motion to approve 2 sets of minutes, motion made by John C. and seconded by **Sec. Gilliam Johnson**.

**Bill Potter** asked for a vote to amend the publicized agenda to add \$5000 for GED funding and \$1000 Pathways. Agenda was moved by John Chrzanowski and seconded by Jeff Bross the Motion carried for amending the agenda

**Youth Council**

Robin McKinney-Newman asked for additional donations to the scholarship fund. She reported the committee will accept applications through the end of the month and next meeting. There will be one award for \$500.

**PRCC**

With the current RFP redesign, it is impossible to get contracts out Motion to extend the existing contracts based on the recommendations by the staff. Motion made by John Chrzanowski. and seconded by Jeff Bross. Stacey Laing wrote a letter supported extending the current contracts for one year. Bill Potter said the funding guidelines for 2016 also need to be extended to synch with the RFP redesign. Jeff Bross made the motion to extend the existing funding guidelines to match the extension of the contract for one year. It was seconded by John C and the motion carried

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**Procuring the One Stop Operator**

Bill Potter briefed the committee on the One Stop Recommendation “Go Small Approach”, immediately authorize a RFP, is up and running by July 1<sup>st</sup>. He report WIOA requires DWDB to competitively bid and procure the one stop operator. The WIOA requires local boards to do this at least every four years but it can be done more than every four years.

The full board, we are going to use to vote on going forward with the RFP. However, I’d like at this meeting to discuss the concept of adopting the already completed RFP before we get to the full board vote. Bill Potter reviewed the RFP done earlier. He said it covers the exact same tasks

of the goal small approach. This was concern the RFP was widely advertised. Mr. Potter reported that the RFP followed all the Delaware procurement procedure. Stacey Laing said the RFP was valued at \$60,000 and all the partners to contribute, which shows a really good partnership. Motion was made by John Chrzanowski to support the “Go small approach” Motion seconded by Jeff Bross; motion carried

### **Financial**

**Diane Brooks** reported the DWDB is under budget with a vacancy for a full time position but has hired a contractual employee.

### **Pathways**

**Luke Rhine** reported the new Secretary of Education is **Dr. Susan Bunting**. He is working on building information for an outcome report. Mr. Rhine will turn in federal plan on April 3<sup>rd</sup> to US Department of Education. He encouraged everyone to attend the Pathways conference March 29<sup>th</sup> & 30<sup>th</sup>. Robert Ford is working on speakers for the Pathways conference. Purpose of conference is to give an update on progress that Delaware has made in developing a comprehensive career pathway system. We are way more innovative than other states. Integrating students with disabilities which should be done across the board

**Chairman’s Report.** Strategic Planning Steering committee to meet on March 15<sup>th</sup>. As far as RFP redesign, we are half way through putting all the paperwork together. Mr. Stockbridge asked: Can we have a conference call prior to the Steer meeting to make sure we can be aligned for when we go into the Steering meeting? The call was scheduled.

### **Board membership**

Currently have thirty six members of the board not including the governor and legislators. We have to verify who as far as legislators are continuing. Governor Carney is hands on with his appointments and he is taking his time with this. We are currently short one business member to have 51%. Met with Lydia Massey from Boards and Commissions. We don’t have representation for city or county and we would actually need three new business members.

Bill Potter reported that the MOU between the DWDB and The Chief Elected Officer (CEO) should be updated to have Secretary of Labor, Governor, and the Chairman to sign the document. The MOU should be amended because DOL-DET is no longer the One Stop operator.

Wanda Holifield introduced DáLynn Wright to the committee as the new member of DWDB

Mr. Stockbridge said he would like to use October’s meeting to begin supporting Entrepreneurial based situations.

Adjourned

**Next Executive Committee Meeting:  
June 13, 2017 Fox Valley Annex 9:00-11:00am**